

State of Montana
Legislative Audit Division
Room 160 State Capitol - Helena, MT 59620
****VACANCY ANNOUNCEMENT****

TITLE: Performance Auditor I
ANNUAL SALARY: \$40,345
LOCATION: Helena
STATUS: Full-Time

ADDITIONAL SALARY INFO: Advancement opportunities available
APPLICATION DEADLINE: September 19, 2008

STARTING DATE: By December 31, 2008

Special Information: The Legislative Audit Division is the independent audit organization responsible for auditing all operations of Montana State Government. We are seeking qualified candidates to become part of our performance audit staff. Performance auditors review and analyze state programs to determine whether the programs are: 1) effectively achieving intended results, 2) efficiently conducting operations, and 3) complying with related laws and regulations. Audit topics are as diverse as forestry practices to regulation of child care facilities to analysis of highway patrol workloads.

The Legislative Audit Division provides employees with the opportunity for career progression. We hire at entry level and promote from within through a merit-based pay system. Audit assignments are individualized to provide for professional growth and advancement. In addition, the State of Montana offers a comprehensive benefits package.

Duties: Performance auditors work in teams helping plan, conduct, and present in-depth policy and operational reviews of state government programs. Auditors perform analysis, draw conclusions, and make recommendations to the legislature and state agencies to improve efficiency and effectiveness of operations. Work is conducted in accordance with generally accepted auditing standards established for government auditors. A performance auditor can expect travel and overtime in accomplishing these duties.

Performance auditors conduct audit procedures; identify and define issues; obtain and analyze criteria; collect evidence; review, analyze and verify audit evidence; and document procedures and results. In addition, auditors conduct individual and group interviews; review agency and staff documents; develop and administer surveys; develop audit findings and conclusions; compose summary memos; and prepare working papers. Auditors assist with writing reports and presenting results to agency personnel, legislative committees and others.

Competencies: This position requires competencies including strong aptitude for analytical thinking; gathering and analyzing information; organizing vast amounts of information; formulating decisions and opinions; effectively communicating findings and recommendations; writing clearly and concisely; presenting findings to various audiences; establishing and maintaining effective working relationships with staff, agency personnel, and legislators; using standard business software programs; problem solving and conflict resolution; being a motivated self starter with a high aptitude for learning; and willingness to be a team player.

Education and Experience: Desired candidates possess analytical skills acquired through a bachelor's or master's degree in business, engineering, economics, finance, mathematics, public administration or related fields. Applicants with course work or actual work experience in auditing, research, analysis of business or government operations, use of data analysis software, quantitative analysis, problem solving, and written and oral presentations will be given more consideration.

Application and Selection Process: Interested applicants must submit a cover letter, resume, undergraduate and graduate degree transcripts, and the names of three references to Lisa Blanford, Recruiting Coordinator, Legislative Audit Division, P.O. Box 201705, Helena MT 59620-1705. Qualified applicants will be asked to participate in a structured oral interview and complete a case study. A criminal records background check may be required as a condition of employment.